



# Greenwood County, SC

## Job Description

FLSA: Exempt	Exemption: Executive (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Major		Department: Sheriff
Pay Grade: 122		Revised: 7/1/15

### **General Description**

The purpose of this class within the organization is to oversee the daily operations of the Greenwood County Sheriff's Office. Plans, organizes and directs the functions and activities of the Uniform Patrol Division; supervises assigned division personnel.

Works independently, under limited supervision, reporting major activities through periodic meetings.

### **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

### **Essential Functions:**

Oversees the activities of subordinate officers on assigned shift through chain of command and reviews their work for completeness and accuracy, offers advice and assistance as needed.

Schedules, assigns, and plans work of others to maintain standards, acts on employee problems and recommends disciplinary actions.

Accomplishes various general administrative tasks, prepares correspondence, compiles data and writes reports of incidents and activities, copies and files document, attends meetings and answers the telephone.

Receives and investigates citizen inquiries and complaints regarding department personnel or procedures.

Reads incident reports and identifies problem areas and assigns deputies to those areas.

Performs general law enforcement duties; participates in crime investigations, apprehends and arrests criminal suspects.





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### **Additional Duties:**

Provides monthly statistics on employee job performance; completes annual evaluations for subordinates. Reviews and approves uniform patrol employees annual evaluations.

Prepares annual budget for uniform patrol department.

Ensures that adequate and properly working equipment and vehicles are available at all times; oversees equipment maintenance.

Evaluates new equipment and makes purchase recommendations as appropriate.

Performs related work as assigned.

### **Responsibilities, Requirements and Impacts**

#### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathers, organizes, analyzes, examines or evaluates data or information and may prescribe action based on these data or information.

#### **People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

#### **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

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Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

### **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.

### **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads journals, manuals and professional publications; speaks informally to groups of co-workers, staff in other organizational agencies, general public and people in other organizations. Presents training; composes original reports, training and other written materials, using proper language, punctuation, grammar and style.

### **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Decision-making is a major part of the job, affecting a major segment of the organization and the general public; works in a dynamic environment; Responsible for developing policies and practices.

### **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

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Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

### **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is very serious - affects entire organization and the general public or loss of life and/or damage could occur and probability is very likely.

### **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs sedentary work that involves walking or standing some of the time and involves exerting up to ten pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Supervises the handling/use of machines, tools, equipment or work aids involving extensive latitude for judgment regarding attainment of a standard or in selecting appropriate items.

### **Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

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None.

### **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public.*

Requires considerable responsibility for the mid-level management of the provision of continuous enforcement of the laws and standards of public health and safety.

### **Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college with certification from the South Carolina Criminal Justice Academy.

Requires eight years of law enforcement experience at the supervisory level OR an equivalent combination of education, training and experience.

### **Special Certifications and Licenses:**

SC certification in Basic Law Enforcement Training.

SC driver's license.

### **Americans with Disabilities Act Compliance**

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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